



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

CN# 26-06

MEMORANDUM

To: 2006-2007 Nutrient Standard Menu Planning Project LEA's
School Superintendents
School Food Authorities

From: Mary Szafranski, Deputy Associate Superintendent
Arizona Department of Education, Health & Nutrition Services
Holly Mueller, Program Director
Arizona Department of Education, School Health & Nutrition Programs

Date: January 6, 2006

RE: Selection and Confirmation of Participation in Nutrient Standard Menu Planning
Training Program

Your school was among very few school selected for a new and exciting training opportunity that is being offered by the Arizona Department of Education (ADE). Only fifteen districts in Arizona were selected based on economic need and average daily participation (ADP). ADE is excited to bring this great opportunity to your school district and we look forward to the opportunity to work hands on with your school.

The Nutrient Standard Menu Planning (NSMP) training project is an all inclusive training opportunity that provides schools with the necessary tools to transition from their current food based meal planning option to the Nutrient Standard Menu Planning Option. As a participant in this program, ADE will provide the following materials and trainings free to each sponsor:

- Nutrikids Nutrient Analysis Software (~\$500)
- Hands-on Training provided by Nutrikids (~\$500)
- Operating Nutrient Standard Menu Planning training course provided by ADE
- On-site visit conducted by ADE

The timeline of events for this opportunity will take place over the remainder of 2005-2006. It is as follows:

| Month | Activity |
|--|--|
| February | Mandatory Training Thursday February. 23, 2006- Nutrikids All Day training in Phoenix Friday February 24, 2006- Operating Nutrient Standard Menu Planning |
| March-April | Sponsors will return to sites to begin inputting data into the required nutrient analysis software. All sponsors will also begin to train the necessary staff on operating their school lunch program with the Nutrient Standard Menu Planning Option. |
| May | Mandatory Training Thursday, May 18, 2006- Nutrikids All Day training in Phoenix |
| June- July | On-site visit conducted by ADE Health and Nutrition Specialist |
| Please Note: After the completion of the on-site visit all sponsors will be required to implement the Nutrient Standard Menu Planning Option for the 2006-2007 school year. | |

As a participant in this program, you must complete and return the enclosed Nutrient Standard Menu Planning Agreement by **January 26, 2006**.

If you have any question regarding this memo, please contact **Erin Yde** at **602-364-2347**.

Nutrient Standard Menu Planning Agreement

As a participant in the Nutrient Standard Menu Planning training opportunity, the sponsor will agree to the requirements of this program and will attend all mandatory training hosted by ADE.

Requirements:

1. Mandatory Training. **Please note: The same employee(s) chosen must attend all three training sessions.**

Dates/Times:

- a. February 23, 2006- Nutrikids Basic Training #1 provided by Nutrikids
8:00am-5:00 pm
 - b. February 24, 2006- NuMenu's Training provided by ADE
8:00am-12:00pm
 - c. May 18, 2006- Nutrikids Training #2 provided by Nutrikids
8:00am-5:00pm
2. The sponsor **will** implement the Nutrient Standard Menu Planning option in the 2006-2007 school year.

Below please provide the name(s) of the appointed staff who will be attending all three mandatory trainings. Please note that no more than two employees from each sponsor can attend and that all appointed staff must attend all three mandatory trainings.

The following individual(s) will be attending all three mandatory trainings.

1. _____ (Print Name) _____ (Sign)
2. _____ (Print Name) _____ (Sign)

Please have the School Superintendent and School Food Authority Contact sign, stating they agree with the above requirements.

School Food Authority Contact:

_____ (Print Name)
_____ (Sign Name) _____ (Date)

School Superintendent:

_____ (Print Name)
_____ (Sign Name) _____ (Date)